

New Recipient

Cal Grant T

Reference Manual

2001-2002
Academic Year

*Congratulations
on Receiving Your
Cal Grant!*



CALIFORNIA
STUDENT AID
COMMISSION

Grant Services Division
P.O. Box 419027
Rancho Cordova, CA 95741-9027
(888) 224-7268

Welcome to the Cal Grant T Program. Please read this guide and retain it for future reference. It contains important information on the use and retention of your Cal Grant T award. You are responsible for knowing and complying with the information presented. Questions concerning your award offer should be made to the Commission at the address indicated on page 4.

Please note that the Commission will not release information on program participants eighteen (18) years of age or older to third parties (other than participating schools) without prior written authorization.



In support of the Governor's Executive Order D-10-99, the California Student Aid Commission reminds all Cal Grant recipients that it is illegal and unlawful to pirate computer software and other intellectual property. As such, the California Student Aid Commission shall take the necessary controls deemed appropriate by the State of California, to ensure that State funds are not used to acquire, operate, or maintain computer software in violation of applicable copyright laws.

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POINTS OF CONTACT

COMMUNICATING WITH THE CALIFORNIA STUDENT AID COMMISSION (COMMISSION)

When contacting the Commission, please include your name, Social Security number, phone number and address. When corresponding with the Commission, obtain a U.S. Postal Service Certificate of Mailing to verify mailing by the appropriate deadline.

GENERAL AND APPEAL MAILING ADDRESS

California Student Aid Commission
Grant Programs Customer Services Branch
P.O. Box 419027
Rancho Cordova, CA 95741-9027

FORM AND INFORMATION CORRECTION MAILING ADDRESS

California Student Aid Commission
Grant Programs Processing Section
P.O. Box 419028
Rancho Cordova, CA 95741-9028

If you change your permanent mailing address, you are responsible for immediately informing the Commission's Grant Programs Processing section. The Commission is not responsible for mail not received from or by you. Please forward your mail if you are away from your permanent address.

TELEPHONE/FAX

(888) CA-GRANT that's (888) 224-7268,
FAX (916) 526-8002

HOURS

Monday, Tuesday, Wednesday and Friday - 8:00 a.m. - 4:50 p.m.,
Thursday 9:00 a.m. - 4:50 p.m.

INTERNET ACCESS

Web site: <http://www.csac.ca.gov>
E-mail: custsvcs@csac.ca.gov

CAL GRANT T RECIPIENTS

Please read and keep this reference manual available to you. You are responsible for understanding and following the material and conditions outlined in this manual. Please contact the Commission if you need to clarify any information presented in the following pages.

SELECTION PROCESS

Cal Grant T award selections are based on data obtained from your 2001-02 Free Application for Federal Student Aid (FAFSA) and through the Student Aid Commission Grade Point Average Verification process. Recipients and their families must not exceed the income and asset ceilings set by the Commission and must demonstrate the minimum unmet financial need required for selection to the program. Any change in the original information submitted on the applications may reduce or eliminate eligibility for Cal Grant T Program participation.

Your school will verify your eligibility for Cal Grant T payment and the award amount will be subject to 2001-2002 state budget appropriations. Only the Commission can make an official Cal Grant T award offer. Any award estimates made by a college are not official until confirmed by the Commission.

Recipient Requirements

Each Cal Grant T recipient must:

- Be a resident of California.
- Be a U.S. citizen or eligible non-citizen.
- Have an unmet financial need for attendance at an approved participating Cal Grant T institution in 2001-2002.
- Maintain at least half-time enrollment in credential coursework, per academic term, as defined by the institution.

- Maintain satisfactory academic progress in a program of professional teacher preparation that has been approved by the Commission on Teacher Credentialing (CTC). A complete listing of approved institutions is provided in Appendix A.
- Meet U.S. Selective Service requirements.
- Have a bachelor's or higher degree (example M.A.).
- Maintain and complete coursework and training necessary to obtain an initial teaching credential.

Each Cal Grant T recipient must not:

- Have a defaulted student loan or owe a grant repayment.
- Exceed the Cal Grant T program's income or asset ceilings as listed in the application.

Teaching Commitment Requirements

Cal Grant T recipients must:

- Teach on a full-time basis for a minimum of one year in a California public low-performing school for each award increment of two thousand dollars (\$2,000) you received.
- Teach in consecutive years, if more than one year of teaching is necessary for you to repay your obligation. Your teaching commitment will not exceed four years.
- Complete the first school year of eligible full-time teaching service in a California public low-performing school within twenty-four (24) months from the date you receive your initial teaching credential.
- Provide the Commission employment verification establishing compliance with the above requirements.

PROGRAM INFORMATION

Multiple Awards

Notify your campus financial aid office of all financial aid awards you receive. Tuition/fee Cal Grant T awards can only be used to pay tuition and fees not already covered by any other tuition/fee-only award(s).

Self Decline/Withdrawn Awards

If you have previously notified the Commission that you wish to withdraw from the Cal Grant T program, a letter will be sent to you to confirm this. As indicated on your Cal Grant Recipient Change Form, your withdrawal discontinues both your current-year and continuing-year eligibility and is irrevocable. However, you may compete as a new applicant in the future.

Definition of Low-Performing Schools

A low-performing school is either an elementary or secondary institution that has an Academic Performance Index (API) ranking that places it in the bottom half of California schools.

A list of qualifying California low-performing schools for the 2001-02 academic year, by county, may be found by downloading it from the Commission's Web site: www.csac.ca.gov. At the bottom of the screen and in the search field, enter "Cal Grant T".

Forms Required for Tracking

Teaching Service Agreement – sent with your award letter. This agreement must be signed and returned to the Commission before you receive any grant funds.

Teaching Service Status Form – this form will update address information and teaching service plans for the next academic year. If you do not return this form to the Commission, you may be required to repay the grant funds you received.

Teaching Compliance Verification Form – sent to you at the end of the teaching service year reported on the Teaching Service Status Form. You will be required to sign this authorization and send it to your school employment official for verification of your teaching service. If you do not return this form to the Commission, you may be required to repay the grant funds you received.

Teaching Service Status Letter - sent to you after the Teaching Compliance Verification Form has been reviewed. This letter will inform you of your remaining teaching service obligation.

Leave of Absence Policy

You must request a leave of absence from the Cal Grant T Program if you are not enrolled at least half time for any term. A leave may be requested in writing or by filing a Grant Record Change Form for Students (G-10). The G-10 can be obtained from your school, the Commission or by downloading it from the Commission's Web site at www.csac.ca.gov. You may also ask your school to report a leave of absence on your behalf.

Total leave time may not exceed one academic year, as defined by your school. Extensions may be granted for exceptional situations on an appeal basis only. If you are on active duty in the United States Armed Forces or Coast Guard, you may have your Cal Grant T deferred for up to three years. Please request this deferment in writing.

If you fail to notify the Commission of any absence from your school, your award may be withdrawn. If your school reports partial or full payment for a term in which you eventually request a leave of absence, your program eligibility for future benefits will be reduced.

Loan Default/Grant Repayment

California law prohibits payment of Cal Grant T benefits to any individual who:

1. failed to repay a federal or state grant, if required, or
2. previously defaulted on a student loan and has not made satisfactory repayment arrangements.

If you believe you are in this situation, you must immediately report this information to your campus financial aid office.

If at any time it is determined that you owe a grant refund or are in default of a loan and have not made satisfactory payment arrangements, your Cal Grant T will be withdrawn and you will be required to repay any funds received.

AWARD AMOUNTS

Cal Grant T award amounts vary based on financial need, school costs, maximum award limits, enrollment status and the availability of state funds. Your grant will not cover all of your college expenses. Refer to your award letter for your maximum yearly amount, but be aware that your school will certify your actual Cal Grant T payment amount. This amount may be less than the maximum amount on your award letter.

Award amounts on the award letter are based on full-time attendance for only one academic year. If you attend less than full-time, your payments may be reduced.

Awards are for tuition/fee charges only and are based on state budget appropriations. In 2000-01, tuition/fee awards were up to \$9,708 at independent colleges and universities, up to \$3,429 at the UC schools and up to \$1,428 at the CSU schools.

Delivery of Funds

The school you are attending will deliver all Cal Grant T funds due to you. The Commission does not send Cal Grant T funds directly to a student. After directly notifying the Commission of your correct school of attendance, contact your school for information on their disbursement policies. Your school will confirm your eligibility and release any funds due you.

Cal Grant T funds are payable on a term-by-term basis (example: fall & spring). Under no circumstances will an entire yearly award be paid all for one term. In addition, students with low unmet financial need

(according to their school budget) or students that are enrolled less than full time will receive payments lower than their maximum term amount.

REPAYMENT OBLIGATIONS

If you fail to meet your teaching commitment requirements listed in this manual or if the Commission determines you are no longer pursuing a course of study leading to certification as a teacher, you are required to repay any funds you have received. You must repay the amount of grant funds received, prorated according to the percentage of the obligation not fulfilled, as determined by the Commission.

Repayment begins on the first day of the first calendar month after you failed to meet the teaching commitment described in this manual, as determined by the Commission.

You must make payments to the Commission according to the schedule established by the Commission to complete repayment of all funds you received within four (4) years. The minimum monthly payment is \$100.

You may submit written documentation to substantiate any potential deferments from repayment.

Repayment Deferments

You may qualify for a deferment on repayment if you meet any of the following conditions:

1. You provide verification from the Admissions Office that you are enrolled in full-time course of study at an institution of higher education.
2. You provide a letter from your commanding officer certifying date of entry and expiration date of obligated active service with the Armed Forces of the United States.

3. You provide verification by a qualified physician stating that you are unable to find employment as a teacher due to a temporary medical condition.

Repayment Cancellations

You may qualify for cancellation of repayments if you meet either of the following:

1. Provide verification by a qualified physician stating you are unable to teach on a full-time basis because of total disability.
2. Your estate must provide a death certificate.

SCHOOL CHANGES/OTHER AMENDMENTS

We would appreciate you notifying the Commission regarding any of the following changes within 21 days. Please use the Recipient Change form (G-10) available at your school or on the Commission's Web site (see Points of Contact-page 4).

1. *School change:* Notify the Commission if you do not attend the school listed on your award letter. Also, if the school you attend was not already listed on your SAR, you must contact the SAR processor at (800) 433-3243 to forward the information to your new school. Cal Grant T payments are limited to participating Cal Grant T schools.

NOTE: Your financial need will be reevaluated if you change your school choice or housing plans. If your school budget is reduced due to a change, your grant may be withdrawn. When notifying the Commission of a school change, state the effective date of the change and whether you will live on-campus, off-campus or with parents or relatives.

2. *Name or address change:* Notify the Commission if your name or address changes, or is different from what is indicated on your award letter, or other Commission correspondence you receive.

3. *Social Security number:* Notify the Commission, if the Social Security number printed on the award letter is not correct. Complete the Recipient Change Form and submit a copy of your Social Security card.
4. *Change in housing plans:* Your selection to the Cal Grant T program was made based on the expected cost of attendance at the first school listed on your SAR and the expected housing plans (on-campus, off-campus or living with parents or relatives), listed with that school. Review your award letter and report any housing plan changes to the Commission.
5. *Less than half time:* Notify the Commission if your enrollment falls below half time at any time. (Refer to Leave of Absence, page 8).
6. *Not eligible for Cal Grant T award:* Notify the Commission if you do not meet all of the recipient requirements and teaching commitments listed in this manual.
7. *Withdrawal:* Use the Recipient Change Form if you wish to decline a Cal Grant T award or note “decline” across the TSA and return it to the Commission. Your withdrawal discontinues the Cal Grant T offer and is irrevocable. If you decline an award, you can compete as a new applicant in future years. Contact the Commission if you have any questions on declining your award.

CONTINUING STUDENTS

You were awarded the Cal Grant T for only one academic year. The award may have been prorated for less than full time enrollment, which allows you to

continue receiving this award based on your remaining eligibility to complete one academic year.

The financial and academic requirements to continue a Cal Grant T award offer are different than the requirements used to select new Cal Grant T recipients. Persons continuing a Cal Grant T award, do not have to meet the income and asset ceilings used to select new recipients. Continuing recipients must show financial need of at least \$100 for the renewal year and do not have to submit another grade point average to the Commission. To continue your award for the 2002-03 school year, you must continuously maintain your current eligibility through the entire 2001-02 year and file a 2002-03 FAFSA.

APPEAL PROCESS

A Cal Grant T applicant who is not selected for an award, or has their grant withdrawn, may file an appeal for reconsideration. To appeal any Cal Grant T status, you must submit a written request that states the decision being challenged. It must be postmarked within 21 calendar days from the date of the Commission's withdrawal letter. A thorough review of your file will be performed and a written response will be sent to you. Send your written request to the appeal address located on the front of this manual. Please do not submit a formal appeal via e-mail.

If your financial circumstances have changed since you filed your FAFSA, or you believe you have special financial circumstances which may affect your eligibility, contact the campus financial aid office where you plan to enroll in the fall. If appropriate, your campus financial aid office can submit financial change information on a Grant Record Change Form for Schools (G-21) and send it to the Commission no later than September 28, 2001. Your college is also required to report any situations or changes that may result in the reduction or withdrawal of your award.

APPENDIX A

Eligible Postsecondary Institutions With CTC Approved Programs For the 2001-2002 Academic Year

CALIFORNIA STATE UNIVERSITY

Bakersfield	Chico
Dominguez Hills	Fresno
Fullerton	Hayward
Humboldt	Long Beach
Los Angeles	Monterey Bay
Northridge	Pomona
Sacramento	San Bernardino
San Diego	San Francisco
San Jose	San Luis Obispo
San Marcos	Sonoma
Stanislaus	

UNIVERSITY OF CALIFORNIA

Berkeley	Davis
Irvine	Los Angeles
Riverside	San Diego
Santa Barbara	Santa Cruz

PRIVATE COLLEGES AND UNIVERSITIES

Antioch University
Azusa Pacific University
Bethany Bible College
Biola University
California Baptist College
California Lutheran University
Chapman University
Christian Heritage College
College of Notre Dame

Concordia University
Dominican College
Fresno Pacific College
Holy Names College
Hope International University
John F. Kennedy University
La Sierra University
Loyola Marymount University
Mills College
Mount St. Mary's College
National University
New College of California
Occidental College
Pacific Oaks College
Pacific Union College
Patten College
Pepperdine University
Point Loma Nazarene College of California
Saint Mary's College
Santa Clara University
Simpson College
Stanford University
The Master's College
The National Hispanic University
United States International University
University of La Verne
University of the Pacific
University of Redlands
University of San Diego
University of San Francisco
University of Southern California
Vanguard University
Westmont College
Whittier College

Additional copies of this publication may be obtained
by contacting the Commission at
(888) CA GRANT, that's (888) 224-7268.